



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

<b>I. FARGO FIRE DEPARTMENT</b>	
<i>Department Orientation: The trainee shall develop an understanding of the organization and operation of the Fargo Fire Department</i>	
<b>1. The trainee shall be provided a tour of the Fire Department with appropriate explanations of the various Stations, Equipment and Fire Department Personnel.</b>	
Station 1 – Headquarters Fire (637 NPA)	<b>801, Battalion 1, zodiac boat, water/ice rescue equipment</b>
Station 2 – Southside Fire (3020 25 St S)	<b>802, zodiac boat, water/ice rescue equipment</b>
Station 3 – Northside Fire (1101 25 Ave N)	<b>803, zodiac boat, water/ice rescue equipment Fire Safety House- “house’ built on a trailer with a kitchen and upstairs bedroom- used to teach fire safety to the public- they teach kitchen safety and fill it with fake, nontoxic smoke to practice exiting a house</b>
Station 4 – Westside Fire (2701 1 Ave N)	<b>804 (has some technical rescue equipment including auto extrication and rope rescue), Truck 1 (auto extrication equipment), 854 (technical rescue truck and trailer combo-equipment for trench, confined space, and structural collapse)</b>
Station 5 – West Acres Fire (930 40 St SW)	<b>805, Fargo PD substation</b>
Station 6 – Northwest Fire (4630 15 Ave N)	<b>806, 856 (state response technical rescue truck and trailer combo – responds primarily to the SE corner of ND but also anywhere else in ND should the need arise. Has confined space, trench rescue, rope rescue and structural collapse equipment). Also a BNSF trailer with high volume foam capabilities available.</b>
Station 7 – Osgood Fire (3957 Village Ln S)	<b>807, Truck 2, Battalion 2, 857 (hazardous materials truck for state response, again primarily in the SE corner of ND but also anywhere in the state should the need arise)</b>
Fire Training Building	<b>Station 4</b>
Airport Tower	<b>Located at the Hector Airport</b>
Airport Fire Station	<b>Located at the ND Air Guard</b>
Apparatus Floor Headquarters	<b>Area of the station the trucks/equipment are parked/located on</b>



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

Kitchen Area Headquarters	<b>Each station has their own kitchen area</b>
Sleeping Quarters Headquarters	<b>Each station has their own sleeping quarters. Station 5 and 6 are the only two that do not have individual sleeping rooms.</b>
Fire Chief	<b>Steve Dirksen</b>
Fire Assistant Chiefs	<b>Skarlocken, Lorenz</b>
Fire Department Secretary	<b>Bonnie Johnson</b>
Battalion Chief (Batt 1)	<b>Anderson (A) Carley (B) Rasmussen (C)</b>
Battalion Chief (Batt 2)	<b>Soeth (A) Binfet (B) Nelson (C)</b>
City Commissioner for Fire (Liaison)	<b>Mike Williams until June election</b>
Fire Marshall / Public Information Officer	<b>Ryan Erickson</b>
Fire Prevention Inspectors	<b>Jamie Garvey, Doug Nelson, Rob Severson, Dan Stollenwerk, Ryan Young</b>
Training Officer / Safety Officer	<b>Jason Ness</b>
Fire Chaplain	<b>Salvation Army</b>
Haz Mat Equipment	<b>Station 7 – WMD trailer @ Station 5</b>
Water Rescue (Boats)	<b>801, 802, 803 have boats</b>
Rescue (Airbags)	<b>Truck 1, Truck 2</b>
Aerial Equipment (Ladder Company)	<b>100 Foot Aerial ladder truck- Truck 1 &amp; 2</b>

**2. The trainee shall be familiar with the Fire Department operational boundaries including the following:**

Primary Response Zones	<b>Marked in RED and listed on top on the map</b>
Secondary Response Zones	<b>Marked in GRN and listed second</b>
Third Response Zone	<b>Marked in BLU and listed third</b>



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

Mutual Aid (Cass County/West Fargo/Moorhead/Horace)	<b>MUTUAL AID:</b> <ol style="list-style-type: none"> <li>1. When a call is received from an individual in the WFGO, Horace, or Harwood Fire District, record the address or location, time and nature of the emergency.</li> <li>2. Inform the caller of the proper Fire Department and that you will notify/dispatch them. If the call seems to be of a serious nature and within a reasonable distance, dispatch 1 Engine company and notify a Battalion Unit.</li> <li>3. If the call appears not to be life threatening but the caller insists on a response from Fargo, explain that there is a fee, contact a Battalion Unit and notify/dispatch the responsible fire district.</li> <li>4. Calls received from individuals out of the WFGO, Horace, Harwood or Moorhead fire districts, should be referred to a Battalion Unit for authority.</li> </ol> <p>All out of town runs responded to by Fargo Fire units should be coded as mutual aid in the computer.</p>
<b>3. The trainee shall be familiar with the Fire Department Shift Organization/Structure</b>	
CHIEF	<b>Chief Steve Dirksen</b>
Station 1 – Battalion (ASSISTANT CHIEF)	<b>Assistant Chief on Duty</b>
Station 1 – 801 Batt 1	
Station 2 – 802	
Station 3 – 803	
Station 4 – 804	
Station 4 – Truck 1	
Station 5 – 805	
Station 6 – 806	
Station 7 – 857 (Hazardous Material Truck)	<b>Special truck equipped for Hazardous Material incidents</b>
Station 7 – 807 Truck 2 Batt 2	
822 – Spare Ladder Truck-housed at Station 4	<b>Extra Ladder Truck</b>
Hours on Duty	<b>24 hour shifts</b>
Shift Change Times	<b>0730hrs</b>
Yearly Shift Roster	<b>Red Fire Call Handling Guide</b>
On-Duty Shift	<b>Faxed to RRRDC daily</b>



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

Call-Back Shift	<b>Faxed to RRRDC daily</b>
A Shift (Green)	<b>Anderson and Soeth</b>
B Shift (White)	<b>Carley and Binfet</b>
C Shift (Red)	<b>Rasmussen and Nelson</b>
Fire Run Number/Incident #	<b>Assigned by the computer to all runs that a Fire unit is assigned to To search for previous calls, Fargo Fire ORI is 09109</b>
Full Dispatch	<b>4 Engines, a Truck and a Battalion</b>
Standby at Station 1 (or any Station)	<b>Transfer of an Engine Company to Station 1 or any other station to provide more efficient coverage of the City.</b>
Silent Run	<b>Respond without lights and sirens.</b>
Knox Box	<b>Security key boxes placed outside various types of commercial buildings and apartment buildings.</b>
Keyholder	<b>A person responsible for the business or apartment building.</b>

***I. Fargo Fire Department***

***4. The trainee shall be familiar with commonly used Fire Department Terms, Codes and Manuals***

Pre-connect	<b>1 ¾ inch hose pre-connected to 500 gallon (or 1000 gallon on new trucks) tank on truck</b>
Catching a Hydrant	<b>Truck may drop a line at a hydrant and proceed to fire scene; thereby providing a backup line for themselves or others</b>
Smoke Showing/Nothing Showing	<b>SMOKE SHOWING: Alerts Central and other responding units that smoke is showing and that possible fire condition exists. NOTHING SHOWING: Advises Central and other responding units that there is no visible problem upon initial arrival.</b>
Ventilation	<b>This is used to clear smoke out of a building. The most common is Positive Pressure Ventilation where we use a big fan to clear the smoke.</b>



## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

Working Fire	<ul style="list-style-type: none"> <li>• <b>Dispatch police unit(s) for traffic control.</b></li> <li>• <b>Dispatch ambulance(s).</b></li> <li>• <b>Record any other pertinent information in the comments section. I.e. primary search complete, time of control, knockdown time. Notify the water dept when units are pumping from a hydrant and when they are finished.</b></li> </ul>
Knockdown * What does the Fire Department mean when they say, "We have a knockdown"? Where do you record this information?	Fire is initially out – enter "knockdown" and the time in the comments section of the run. Inside the call for service, select the fire controlled button to time stamp knockdown.
Fire controlled	Icon on the toolbar inside the call for service on the right side of the screen, hit the button when fire calls out knockdown.
Primary Search Complete	This indicates that the initial search for victims has been completed. Enter the time in the comments section of the run.
Extrication Complete	<b>The time that the fire department has gotten all parties out of vehicles at an accident. Record the time in comments.</b>
2 <sup>nd</sup> Alarm Fire	<ul style="list-style-type: none"> <li>• <b>**if a working fire, go to unit recommendations, fire tab, and upgrade to dispatch additional engine companies.**</b></li> </ul>
3 <sup>rd</sup> Alarm Fire	
4 <sup>th</sup> Alarm Fire	
5 <sup>th</sup> Alarm Fire	
Salvation Army & Red Cross	<b>During a working Fire, in order to page these agencies, you have to go to unit recommendations, fire tab and "upgrade" to dispatch these agencies WHEN REQUESTED</b>
Command	<b>First crew in will assume command or be in charge of the incident. Command is normally passed to a Battalion Unit when he arrives. The official title of command is Incident Command (IC)</b>
NIMS	<b>National Incident Management System</b> <i>(handout in Phase 2 folder, also have to take NIMS training on-line at</i> <a href="http://training.fema.gov/IS/NIMS.asp">http://training.fema.gov/IS/NIMS.asp</a> <i>For IS 100.b and IS 700.a)</i>



## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

Division/Group	In a larger incident we will assign firefighters to groups/divisions and have a person in charge of them. This helps keep the span of control more manageable for the IC. Ex. Alpha Division or Ventilation Group
Staging	This is a term used when equipment and manpower is staged away from an incident. The IC will request them out of staging as needed.
Accountability	A tagging system the Fire Dept. uses to track where everyone is assigned at a scene.
PAR (Personal Accountability Report) -Unknown Radio traffic	This can be called for over the radio, by the IC at any time during an incident. It is used to account for all firefighters on the scene.
Mayday	This is the distress signal that is verbalized when a firefighter is in trouble and needs help.
Rehab	This will be set up at larger incidents for medical observation of the crews and also as a resting/cooling area.
Rapid Intervention Team (R.I.T.) 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Alarm guides	If a fireman is in need of help, lost, or not responding to the radio, the RIT goes in to find them. Notify Incident Command – he will advise which engine co will respond.
Out on Inspection in Area	Going to businesses / apartments, etc inspecting to make sure they are up to code.
Hydrant Flushing	Opening up the hydrants and flushing out the water
Terminology and Equipment Handout	
AVL vs Static Dispatching	
En Route *What computer option records the Fire Department enroute to an address?	E or right click select Enroute
On Scene *What computer option records the Fire Department on scene to an address?	O or right click select On Scene
Returning to _____ *What computer option records the Fire Department returning to?	Completed assignment and are returning to quarters or previous assignment. RTN or right click select Returning
In Station *What computer option do you use to record the Fire Department back at station?	C or Available For Calls
Repeat	Repeat last transmission



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

RRRDC SOP Manual – SOP 300-001	<b>METRO FIRE and EMS RADIO/MDC COMMUNICATIONS</b>
<b><i>I. Fargo Fire Department</i></b>	
<b><i>5. NIMS Training</i></b>	
IS 700.a NIMS, An Introduction	
IS 100.b Introduction to Incident Command Systems	

<b><i>II. FARGO FIRE DEPARTMENT Public/Private Agencies</i></b>	
<b><i>1. The Trainee will be familiar with the responsibilities and assistance rendered by:</i></b>	
Airport Fire Station	<b>A fire station on the airport property, manned by the Air Guard</b>
Airport Tower	<b>Located to the east of the main terminal</b>
Alcohol, Tobacco, Firearms (ATF) – Fire Investigator	<b>Burt Rutter</b>
Weather Service (Hazardous Material Incidents)	<b>HazMat – call Grand Forks weather (on speed dial) and obtain the current Temperature, Humidity, Wind direction, and Wind speed. Enter this information in the “call narrative” section of the run.</b>
Moorhead Fire Department	<b>Notify a Battalion Unit and dispatch the appropriate company: North of 94 → 801 South of 94 → 802</b>
West Fargo Fire Department	<b>Notify a Battalion Unit and dispatch the appropriate company: South of 94 → 802 North of 12 Av N → 806 Between 94 &amp; 12 Av N → 804 South of I94, E of I29 – 802 South of I94, W of I29 – 805</b>
Chemtrec	<b>HazMat unit has all the numbers and information for HazMaterial calls. Chemtrec is an agency that a person could call and give them the placard number and they could provide necessary information for that particular material. Placard #'s can also be ran in FOX using the MQ form-NLETS Query Hazmat.</b>
Water Department (Notification during Fire)	<b>Let the Water Dept know that the Fire Dept is hooked to a hydrant. The Water Dept can increase pressure to the mains.</b>



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

Red Cross Salvation Army	<b>When requested they are paged out during working fires. Red Cross helps find housing for displaced families. Salvation Army supplies food &amp; shelter for firefighters.</b>
Lilek's Oil Company	<b>Fuel supplier for the Fire Dept. May have to notify them when Fire Dept has been out for awhile so that they can bring more fuel to the trucks.</b>
The Lock Shop	<b>Locksmith used by the Fire Dept to gain entry into a business or residence when needed.</b>
Jim's Towing	<b>Heavy duty towing to tow Fire Trucks or to assist at extrications where a large vehicle is involved.</b>
<b>III. FARGO FIRE DEPARTMENT Call-Taking/Dispatching</b>	
<b>1. The trainee will demonstrate proper Fire Department dispatch procedures and computer reason codes for the following duties and/or types of Calls:</b>	
Fire Department Radio Test/Monday Morning Radio Test	<b>Done every morning at approximately 0800hrs. Monday radio test is more involved.</b>
2 <sup>nd</sup> Alarm Fire	<b>Covers Residential, Commercial, Standby, and Working Fire.</b>
3 <sup>rd</sup> Alarm Fire(Limited Call Back)	
4 <sup>th</sup> Alarm Fire(All Call Back)	
5 <sup>th</sup> Alarm Fire (All Call Back)	
Accident(Injuries) (10-50 I)	<b>Dispatch 2 engines, a Truck, a Battalion, ambulance, and 1 patrol unit.</b>
Accident(Rollover) (10-50 I or P)	<b>Dispatch 2 engines, a Truck, a Battalion and 1 patrol unit.</b>
Aircraft(In-Flight Emergency)	<b>Dispatch 4 engines, a Truck, a Battalion and an ambulance to either standby at North Side Fire Station or to the main gate as requested.</b>
Aircraft Crash (on Airport Property)	<b>Dispatch 4 engines, a Truck, a Battalion, an ambulance, a patrol unit and a patrol supervisor.</b>
Aircraft Crash (Outside of the City)	<b>Dispatch the nearest rural fire department and an ambulance to the scene, a Cass County Deputy, a ND HP. Notify a patrol supervisor. FFD will respond if requested.</b>
Aircraft Crash(Within City Limits-Off of Airport Property)	<b>Dispatch 4 engines, a Truck, a Battalion , 1 ambulance, a patrol unit and patrol supervisor.</b>
Airport (Structure Fire)	<b>Dispatch 4 engines, a Truck and a Battalion</b>
Arcing Wires/Transformer Fire	<b>Dispatch 1 engine, notify utility provider</b>





## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

Bomb Threat	<b>Notify the appropriate Battalion Unit of the situation by phone, Dispatch 2 patrol units and a patrol supervisor by phone or MDC, And DO NOT BROADCAST! It will be the patrol supervisor's decision to notify the bomb squad. IF THE BOMB THREAT IS ON AIRPORT PROPERTY: Dispatch 1 Engine, to assist at search site.</b>
<a href="#">Bomb Threat (Victim Report)</a>	
Bon/Recreational Fire	<b>Dispatch 1 engine company</b>
Carbon Monoxide Detector Activation	<b>Dispatch 1 engine, IF symptoms: headaches, dizziness, nausea or fatigue, then upgrade and send 600</b>
CodeRED	<b>Used to call out special teams , shifts and admin for working fires, HAZMAT Team, Valley Water Rescue Team, Technical Rescue Team</b>
College Campus Assists	<b>Dispatch Fargo Fire/EMS according to call type</b>
Commercial Fire <ul style="list-style-type: none"> <li>You receive a fire alarm at the High Rise, 101 2 St S. How many units do you send? What is the reason code?</li> </ul> Remember, when dispatching, if the call is a commercial fire vs. commercial fire "alarm"	<b>Full Dispatch-4 engines, a Truck and Battalion</b>
<ul style="list-style-type: none"> <li>Deceased Person <b><u>X-Medical or X-Medical-send fire</u></b></li> </ul>	<b>This call type will be handled as a Medical Assist. Dispatch 1 Engine Co (If Echo or Delta response) and FMA</b>
Dumpster Fire	<b>Dispatch 1 engine. If against a building and the building is in danger of igniting, dispatch according to building structure.</b>
Elevator Emergency	<b>Stuck elevator, Open line, or Hang-up, Dispatch 1 engine. If it is a medical assist, Dispatch 1 engine, and an ambulance.</b>
Explosion	<b>Dispatch 4 Engine Companies, a Truck and a Battalion &amp; FMA. (Code as either Comm. or Resd. Fire)</b>
Gas Leak(Natural/LP Gas, Propane Leaks, and Sewer Gas	<b>Indoors or Outdoors structures, Dispatch 4 engines, a Truck and a Battalion FM Ambulance is any reported illness</b>



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

Gasoline/Fuel Leak	<b>If spill is less than 5 gallons, dispatch 1 engine. Spills over 5 gallons or for Transport/Outdoor storage containers, Dispatch 2 engines, 807/857 (Haz Mat), a Truck and a Battalion For Indoor Storage, dispatch according to the type of structure to include 807/857 (Haz Mat) as 1 of the required engines</b>
Grass Fire	<b>Dispatch 2 engine companies. If it is threatening a structure, dispatch as structure fire.</b>
HazMat Chemical Containers(Indoor Storage)	<b>Dispatch 3 engine companies, + 807\857 (Haz Mat), a Truck, and Battalion, FMA Call weather service.</b>
HazMat Chemical Transport Containers and Outdoor Storage(spills or fires)	<b>Dispatch 2 engines + 807\857 (Haz Mat), a Truck, and a Battalion, FMA Call weather service.</b>
HazMat Team Activation (Outside city limits)	<b>See call guide for approval</b>
Lifting Assistance-Handicapped person(Not Injured)	<b>Dispatch 1 engine.</b>
Medical Assist X-Medical Send Fire * You receive a call for a medical assist, a male party is not breathing, at the Old Broadway, 22 Broadway, what is the reason code and who do send?	<b>Dispatch 1 engine, ambulance, and 2 police unit. Include fire on all medical calls coded with E-Edward or D-David. Fire does not respond to medical calls at medical/clinic facilities unless requested by FMA.</b>
Medical Assist X-Medical	<b>Dispatch an ambulance.</b>



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

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Odor Investigation	Indoor and Outdoor: Dispatch according to type of structure it is or what structures are in the area.
Railroad Fire	<ul style="list-style-type: none"> <li>• Dispatch 3 engines, a Truck, and a Battalion. Go to HazMat in guide if HazMat is involved. Dispatch ambulance if injuries.</li> </ul>
Rescue(Building Collapse/Evacuation)	Dispatch according to type of structure. Dispatch ambulance if injuries. Dispatch 2 Officers for traffic and crowd control.
Rescues(Trench, Rope, Confined spaces)	Dispatch 2 engines, + 806/856, a Truck, a Battalion and FM



## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

Residential Fire Remember, when dispatching, if the call is a residential fire vs. residential fire “alarm”	<b>Dispatch 4 engines, a Truck and a Battalion</b> <b>If working fire, Dispatch police unit(s) for traffic. Dispatch ambulance. Record pertinent information in comments. Notify water dept if pumping from hydrant and when they are finished.</b>
Suicidal Person	<b>Dispatch 2 patrol units, and an ambulance.</b> <b>Dispatch 1 fire unit if appropriate based on EMD coding or at request of 600</b>
Suspicious Letter/Package/Powder	<b>Silent Dispatch 1 engine and a Battalion, via MDC or phone.</b>
Train Derailment	<b>Dispatch 2 engine companies + 807/857 Haz Mat, 1 Truck, and a Battalion</b>
Vehicle Fire	<b>Outside: Dispatch 1 engine.</b> <b>Inside: dispatch according to structure.</b> <b>In a parking ramp: Dispatch 2 engines, and a Truck and a Battalion</b> <b>If on I-94 or I-29 notify ND State Radio</b>
Water Break/Washed-out Road	<b>Commercial Bldg or Residential Bldg dispatch 2 engine companies</b>
Water Rescue/ Drowning	<b>Dispatch 3 Engine Companies, a Truck and a Battalion &amp; FMA, Notify 900 MFD</b>
Burn/Injuries (Result of Fire)	<b>A Battalion Unit will request the Fire Chief and the Chaplain.</b>
Animal in Tree	<b>The fire dept does not respond to animals in trees, unless a Battalion Unit advises to.</b>
Status Checks (20 minutes)	<b>Perform status check when alerted by CAD to complete (every 20 minutes). Advise Battalion or command over the radio, “20 minute status check.”</b>
Disposition Code <b>What is the disposition code for all Fire Department calls/runs?</b>	<b>AC</b>
Copying Calls for Fire Response	<b>Copying Calls sheet in addtl material</b>
Winter Weather Response SOP 300-001 VI	

#### ***I. West Fargo***



## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

<i>Department Orientation: The trainee shall develop an understanding of the organization and operation of the West Fargo Police Department</i>	
<b>West Fargo Roster &amp; Schedule</b>	Access schedule by <a href="http://schedule.westfargond.gov">http://schedule.westfargond.gov</a> Username – R3DC Password – WFschedule08 <b>*Schedule is also emailed daily*</b>
<b>West Fargo Geography – city limits</b>	<b>Southern boundary</b> limits are 52 Ave and Sheyenne St. west to 15 St W <b>Eastern Boundary</b> 45 St N & 3 Ave N to 7 Ave S west to 17 St E (also known as 52 St S in Fargo) <b>Western boundary</b> 15 St W and west side of Mosquito Flats <b>Northern boundary</b> 19 Ave N <b>Named Streets</b> – found in resource manual,
<b>West Fargo LE Call Guide &amp; Dispatching</b>	Call guides that say “Metro” include West Fargo. Need to pay close attention as each agency is different among certain calls. <a href="#">SOP 200-002 LE Call Prioritization</a> <a href="#">Status Checks</a> <a href="#">Medicals</a> <ul style="list-style-type: none"> <li>When dispatching, <b><i>always</i></b> simulcast PD and FMA together.</li> </ul>
<b>Impounds</b>	<b>Vehicle</b> – MTW is the towing agent for WFPD
<b>Police Station – 800 4 Ave E</b>	West Fargo Police Department’s business hours will be <a href="#">6:30 am to 9:00 pm., Monday- Friday</a> <a href="#">8:00 am to 4:00 pm Saturday and Sunday</a>  During their business hours, calls to their main # <a href="#">(433-5500)</a> will be handled at the West Fargo PD. <ul style="list-style-type: none"> <li>Before and after business hours, calls will be forwarded to the RRRDC just like the other agencies.</li> <li>During business hours, if a call requires dispatching an officer, it will be transferred to the RRRDC for assignment.</li> <li>If the call does not require a dispatch and the caller requests to speak to any officer, the call should be transferred to the cell phone of the supervisor.</li> <li>If the caller requests a particular officer, the call can go to the officer’s cell phone if he is on duty.</li> <li>If the officer is off duty, the caller should be told the officer is not available.</li> <li>The caller should then be told they can talk to an officer currently on duty, the Sgt., or be transferred to the requested officer’s voice mailbox.</li> <li>Home phone numbers or pager numbers are available to the RRRDC if we are requested to contact an officer off duty.</li> </ul>



## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

	<ul style="list-style-type: none"> <li>• All officers have cell phones.</li> <li>• All employees have voice mail.</li> </ul>
<b>I. West Fargo</b> <b>Department Orientation: The trainee shall develop an understanding of the organization and operation of the West Fargo Police Department continued.</b>	
<b>Addressing</b>	<ul style="list-style-type: none"> <li>• <a href="#">Streets</a> run NORTH and SOUTH</li> <li>• <a href="#">Avenues</a> run EAST and WEST</li> <li>• Everything south of Main Ave is divided into EAST and WEST addresses with <a href="#">1 St being the dividing line</a>.</li> <li>• Everything north of main Ave is divided into NORTHEAST (NE) and NORTHWEST (NW) addresses with <a href="#">Center St being the dividing line</a></li> </ul>
<b>Public Schools</b>	<ul style="list-style-type: none"> <li>• Aurora Elementary, 3420 9 St W</li> <li>• Cheney Middle School, 825 17 Ave E</li> <li>• Eastwood Elementary, 500 10 Ave E</li> <li>• Freedom Elementary, 401 26 Ave E</li> <li>• L.E. Berger Elementary, 631 4 Ave E</li> <li>• Liberty Middle School, 801 36 Ave E</li> <li>• Liberty 5<sup>th</sup> Grade, 801 36 Ave E</li> <li>• Lodoen Kindergarten Center, 330 3 Ave E</li> <li>• Osgood Kindergarten Center, 5550 44 Ave S, Fargo</li> <li>• Sheyenne High School 800 40 Ave E</li> <li>• South Elementary, 117 6 Ave W</li> <li>• Westside Elementary, 945 7 Ave W</li> <li>• West Fargo Community High, 109 3 St E</li> <li>• West Fargo High School 801 9 St E</li> </ul>
<b>Trailer Court</b>	Brookwood - 825 1 Ave E <ul style="list-style-type: none"> <li>• Divided by 9 St E, newer addition is on the ES of 9 St, has named streets like Starr Ave. Older addition is on the WS of 9 St has lettered streets like B St, C St, F St.</li> </ul>
<b>West Fargo Airport</b>	1040 19 Ave NW
<b>Teletype Duties</b>	<a href="#">SOP 200-010</a> NCIC/NLET Communication for the WFPD
<b>Warrants</b>	We confirm West Fargo warrants through Aegis Records <ul style="list-style-type: none"> <li>• If a West Fargo officer arrests and individual with a WF warrant, to serve the warrant in records, use the officers badge # (ex. W645)</li> <li>• If a West Fargo CWIS warrant is served in records from an outside agency, use the Chief Mike Reitan's Computer/ID # 020. The same thing applies if someone with a West Fargo warrant is arrested by an agency we dispatch i.e. Cass County SO. Record in the warrant section what agency arrested the person and where the person was taken to. You would serve</li> </ul>



## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

	<p>out the warrant in records using Chief Mike Reitan's Computer/ID # 020.</p> <ul style="list-style-type: none"> <li>Just like Fargo we have to make a paper trail for the Bailiff so they know who was arrested, arrested by whom and where the person is being held. Write the information on the CWIS cancellation and attach to the printed warrant, if the PD is open call and let them know, if it's closed send the West Fargo Notification group and e-mail</li> </ul>
<b>I. West Fargo</b> <i>Department Orientation: The trainee shall develop an understanding of the organization and operation of the West Fargo Police Department continued.</i>	
After hours on-call	<p><u>Investigators</u></p> <ul style="list-style-type: none"> <li>Lt. Greg Warren</li> <li>Sgt. Derek Cruff</li> <li>Tim Runcorn</li> <li>Dustin Manecke</li> </ul> <p><u>City Services</u></p> <ul style="list-style-type: none"> <li>Found in the On-call Manual under City and County Services.</li> </ul>
Key Holders	<u>Business/Place Search</u>
Unknown Radio Traffic / Status Checks	<u>Radio Activity Log</u> <u>Roll call</u> When to check on officers

<i>The employee will be Alert to and familiar with the Procedures Related to Radio Traffic by Properly Monitoring and Dispatching the Following Types of Calls for service for both West Fargo PD</i>				
	Discussed / Demonstrated	Accomplished C.T.O. Initials	Accomplished C.T.O. Initials	Acknowledged Trainee's Initials
911 Hang Up/Silent – Wireline				
911 Hang Up/Silent - Wireless				
Abandon Vehicle (City Property)				
Abandon Vehicle (Private Property)				
Abuse/Neglect				
Accident H&R (Witnessed)				
Accident H&R (Non-witnessed)				
Accident (Injury/Fatality)				
Accident (Property Damage)				



**TASKS / GUIDES  
PHASE 2B**

**FARGO FIRE/ WEST FARGO CTO COPY**

Accident (City Vehicle/Bus Involved)				
Accident (Roll-Over)				
Airport (Aircraft Emergency)				
Alarm (Police - Business) <b>Alarm Cancellation Policy</b>				
Alarm (Police - Residential)				
Alarm (Car - Audible)				
Alarm (Holdup/Panic)				
Animal Complaint (Animal Bite)				
Animal Complaint (Holding-Running Loose)				
Animal Complaint (Barking Dog)				
	Discussed / Demonstrated	Accomplished C.T.O. Initials	Accomplished C.T.O. Initials	Acknowledged Trainee's Initials
Animal Complaint (Dead/Street-Private Property)				
Animal Complaint (Wild Animal)				
Animal Complaint (Neglect/Abuse)				
Arson				
Assault (In-Progress) <b>Cancellation Policy</b>				
Assault (Report Only)				
Attempt to Locate (Vehicle)				
Attempt to Locate (Person)				
Bar/Compliance Checks				
Bicycle (Stolen)				
Bicycle (Found)				
Bomb Threat				
Burglary (In Progress)				
Burglary (Report Only)				
CodeRED				
College Campus Assists				
Deceased Person				
Disturbance (Unwanted Person/Trespassing) <b>Cancellation Policy</b>				
Domestic (Physical) <b>Cancellation Policy</b>				
Domestic (Verbal)				
Drowning/River – Water Rescue				
Escort/Standby (Child Exchanges)				
Escort/Standby (Removal of Property)				
Escort/Standby (Prisoner Escort)				
Exposer				
Extra Patrol				
Fight				





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### FARGO FIRE/ WEST FARGO CTO COPY

Fireworks				
Forgery (In-Progress)				
Forgery (Report Only)				
Found Person				
Found Property				
Gas Drive Off				
Graffiti				
Harassment (Threatening or In Progress)				
Harassment (Delayed Reporting)				
	Discussed / Demonstrated	Accomplished C.T.O. Initials	Accomplished C.T.O. Initials	Acknowledged Trainee's Initials
House/Building Check				
Impaired Driver (Following or Just Observed)				
Impaired Driver (Delayed Reporting)				
Impaired Person				
Impaired Person (Detox Request)				
Impound				
Impounded Vehicle/Property Release				
Juvenile Complaint				
Kidnapping				
Landlord/Tenant Dispute				
Lost Property				
Loud Noise Complaints (TV/Stereo, Vehicles, People)				
Loud Noise (Gun Fire)				
Loud Party				
Man Down				
Medical Assist				
Mentally Impaired Person				
Missing Person/Runaway				
Narcotics (Use or Sale In-Progress)				
Narcotics (Information Only)				
Notification of Next of Kin				
Phone Calls (Harassing/Threatening)				
Prowler (House, Vehicle, Window Peeper)				
Pursuit (WFPD Initiated)				
Pursuit (Other Agency Initiated)				
Recovered/Located Missing Person/Runaway				
Recovered Stolen Vehicle				
Robbery (In-Progress)				
Robbery (Report Only)				
Sexual Assault Rape/Molestation/GSI				



## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

Shoplifter (Just Fled)				
Shoplifter (Delayed Reporting)				
Stolen Vehicle				
Suicidal Person				
Suspicious Person/Vehicle				
Theft (In-Progress)				
Theft (Report Only)				
Theft (Of Services)				
Threats/Protection Order Violation				
Traffic Complaint (Any Parked Violation)				
Traffic Complaint (Reckless/Careless Driver/Speeders)				
Traffic Complaint (Stalled Vehicle)				
Traffic Complaint (ATV/Snowmobile Complaint)				
Traffic Complaint (Bus Stop Arm Violation)				
Traffic Control (Fire Assist)				
Traffic Control (Signal Lights Out)				
Traffic Hazard (Debris in Roadway)				
Vehicle Unlock				
Vandalism (In-Progress)				
Vandalism (Report Only)				
Vehicle Break In				
Welfare Check				

## **II. West Fargo Fire**

**Department Orientation:** *The trainee shall develop an understanding of the organization and operation of the West Fargo Fire Department*

<b>Fire Call Guides</b>	Fire/EMS Call Guide at each console
<b>Fire Roster</b>	Found in Fire/EMS call guide under West Fargo Tab. <a href="#">Dan Fuller, Chief (7701)</a> <a href="#">Dell Sprecher, 1<sup>st</sup> Assist Chief (7702)</a> <a href="#">Randy Woodley, 2<sup>nd</sup> Assist Chief (7703)</a> <a href="#">Kendal Frost, Captain</a> <a href="#">Joey Porter, Captain</a> <a href="#">Rory Jorgensen, Captain</a> <a href="#">Steve Baron, Captain</a>
<b>Fire Pager Test</b>	<a href="#">Noon daily</a> Directions on how to conduct pager test are found in the Fire/EMS call guide under <a href="#">Fire Dept. Radio Tests</a>
<b>Rural Fire Dispatching/Mutual Aid</b>	<a href="#">West Fargo maintains a standing mutual aid agreement with the Harwood Fire Department to assist West Fargo Fire in a specific rural area between the Red River west to 105 St. N and between 40 Ave. N north to 76 Ave. N. ( See West Fargo map book)</a>



## TASKS / GUIDES PHASE 2B

### FARGO FIRE/ WEST FARGO CTO COPY

<b>Fire Apparatus, Engines</b>	<p>Assign 7700 to all Fire calls, when engines are en-route they will call out their call sign, at that time, assign that specific unit to the call for service. Remember to keep track of times as WFFD does not have MDC's.</p> <ul style="list-style-type: none"> <li>• 7721 – Engine 1</li> <li>• 7722 – Engine 2</li> <li>• 7723 – Engine 3</li> <li>• 7724 – Engine 4</li> <li>• 7731 – Tanker 1</li> <li>• 7732 – Tanker 2</li> <li>• 7740 – Rescue Truck</li> <li>• 7750 – Mini Pumper</li> <li>• 7751 – Pick-up 1</li> <li>• 7752 – Pick-up 2</li> <li>• 7753- Inspectors Truck</li> </ul>
<b>II. West Fargo Fire</b> <i>Department Orientation: The trainee shall develop an understanding of the organization and operation of the West Fargo Fire Department continued.</i>	
<b>Fire Dispatching</b>  <b>SOP 300-001</b> <b>Section 5 E-G</b>	<p>The chief and the two assistant Chiefs have individual pagers.</p> <ul style="list-style-type: none"> <li>• 7701</li> <li>• 7702</li> <li>• 7703</li> </ul> <p>Depending on the type of call, you will page using the following pagers.</p> <ul style="list-style-type: none"> <li>• All Call</li> <li>• Extrication</li> </ul>
<b>Full dispatch</b>	All Call
<b>West Fargo Fire Call Guides</b>	
<b>Status Checks</b>	

Additional information can be found in the T Drive  
<T:\RRRDC\West Fargo\Questions>  
[Updated 031216](#)